



ITALIAN TRADE AGENCY

Amman Office

10/01/2024

CO.AN.: S240W00000

Dear Companies,

## REQUEST FOR PROPOSAL (RFP)

**Subject: Consultation of economic operators aimed at direct assignment pursuant to art. 7 paragraph 2 letter. a) of the Ministerial Decree 192/2017 of the Cleaning Services for year 2024 – CIG: Z4C3DFC447**

This Agency intends to entrust the service/supply in question, through a market survey aimed at direct assignment, to be carried out pursuant to art. 7 paragraph 2 letter. a) of Ministerial Decree 192/2017.

The services covered by the assignment are detailed in the specifications attached to this request.

The documentation attached to this quote request is listed below:

- 1) "Form B" - financial offer;
- 2) "Form A" - Declaration Form.

## REQUIRED CONDITIONS FOR PARTICIPATION

ITA will accept proposals from **Cleaning Services Companies** based in Jordan for the services bellow.

The services covered by the assignment are detailed in the specifications attached to this request.

## CONTENT OF THE REQUESTED SERVICES:

The service should be inclusive of Bulk Garbage Cartage/Removal to be deposited outside the door of ITA Office.

## TECHNICAL SPECIFICATIONS

### All work to be done:

#### General Cleaning Services (Working days)

- Clean and dust all desks
- Bag & remove all trashes
- Clean bathroom
- Clean kitchen
- Clean floors
- **General Cleaning Services (Saturday)**
- Bag & remove all trash — wipe and disinfect waste receptacles — replace liners.
- Clean and dust all desks that are free of paper and other obstructions.
- Clean and mop front entry marble foyer and glass doors.
- Sweep all non-carpeted floor Areas.

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#### **Additional Services (once a month)**

- Clean all glass windows and partitions, office doors and knobs, light switches.
- Dust/Damp wipe telephones, wall, hangings, picture frames and clocks.
- Dust and polish all furniture and cabinetry (unless specifically instructed otherwise).
- Mop all non-carpeted floor areas.

#### **Additional Services (2 times per year)**

- Chandeliers/ceiling light fixture cleaning. **Additional services (as needed basis)**
- Replace light bulbs (from customer stock).

#### **Lavatory Maintenance (Saturday)**

Clean bathroom on premises as per the following:

- Scrub and clean with disinfectant all sink bowls and surrounding areas.
- Scrub and clean all bright work: Faucets and soap and towels dispensers.
- Wash the mirrors (streak free).
- Fully scrub clean commodes with disinfectant.
- Wash toilet seat on both sides.
- Sweep and mop with disinfectant floors, wipe walls with the same.
- Restock all lavatory supplies as needed (soap, paper, etc. from customer stock).
- Bag and remove all trash — wipe and disinfect waste receptacles — replace liners (from Customer's stock).

#### **Kitchens Maintenance (Saturday)**

Clean all kitchen/pantries on premises as per following:

- Clean and wipe down cabinets.
- Scrub and clean all sinks and bright work.
- Scrub and clean with disinfectant all tables and seating surfaces.
- Clean and wipe refrigerators tops, front and sides.
- Bag and remove all trash — wipe and disinfect waste receptacles — replace liners (from Customer's stock).
- Restock all supplies as needed (soap, paper, etc. from Customer's stock).

In addition, hand wash all used glassware's that is in the sink areas or that has been collected while cleaning the offices.

b) Duration of the contract: 1 year

c) The maximum amount available for the service in question amounts to a maximum of 2600 JD year.

The selection criteria for this proposal will be the offer from a qualified Cleaning and Sanitization Services Companies with the lowest price that includes all the above and below requirements. We will assign the contract even if we receive just one suitable proposal.

The RG interested in submitting a proposal must e-mail it at [amman@ice.it](mailto:amman@ice.it) no later than 12:00pm of **January 20<sup>th</sup>, 2024**.

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#### **CONTENT OF THE REQUESTED SERVICES.**

Proposals received after the above deadline will not be considered. ITA is not responsible for proposals that do not arrive within the deadline or do not cover all the objectives stated in this RFP.



The proposal must include:

1. Cost estimate.
2. Technical specifications.

Any additional documents deemed necessary such as:

5. Technical data sheet of the Services offered.
6. Declaration Form

### **CONTRACT STIPULATION**

We inform you that the ICE Agency, pursuant to art. 11 of Ministerial Decree 192/2017 will proceed to direct assignment in favor of the company that will have presented the lowest price.

The signing of the contract will be subject to the verification of the general requirements.

We inform you that in the event of serious non-fulfillment, the Administration may decide to forfeit the deposit, furthermore, after a formal injunction which has remained unsuccessful, it may order the execution of all or part of the service in question at the expense of the defaulting person or company (except for the exercise of action for compensation for any damage). Finally, the Administration may order the termination of the contract, without prejudice, in any case, to compensation for damage suffered.

The ICE-Agency may terminate the contract following serious and continuing violations of the rules on supply, giving 30 days written and justified notice.

The contract will be stipulated, after the award, by the legal representative of the ICE-Agency or his delegate.

Any possibility of tacit renewal is expressly excluded. The transfer, even partial, of the contract is not permitted.

### **VALUE OF THE CONTRACT AND PRESENTATION OF APPLICATIONS**

The payment will be made if there are no grounds for complaint after the return of the operators and after 30 days from the date of receipt of the same through bank transfer to the bank account of the Contractor. The currency will be made in JOD.

ALSO BE AWARE FOR ACCOUNTING PURPOSES:

1. Being a foreign government agency, we are tax-exempt. Please DO NOT insert the taxes in your quotation.
2. Please provide your payment policy.
3. We will pay via Bank Transfer.

### **GUARANTEES TO GIVE**

The contractor company may be required to pay a definitive surety guarantee equal to 10% of the credit line amount, net of \_\_\_\_\_ (mention any local taxes on consumption similar to VAT).

Surety can be, at the choice of the assignee, banking or insurance, with express waiver of the benefit of the prior enforcement of the principal debtor and with operation within 15 days, upon simple written request from the contracting authority.





The guarantee is progressively released according to the progress of the execution, up to a maximum of 80% of the guaranteed amount, the residual amount is released following verification of regular execution.

### **RULES OF CONDUCT FOR COLLABORATORS AND / OR EMPLOYEES OF THE CONTRACTING COMPANY**

In carrying out the assignment, the economic operator undertakes to comply with the disciplinary and conduct code adopted by the ICE-Agency in accordance with the provisions of Presidential Decree 62/2013 and approved by the Board of Directors with resolution 402 of 24 January 2017. The Disciplinary and Behavior Code of the ICE-Agency is available on the website [www.ice.gov.it](http://www.ice.gov.it) - section "Transparent Administration" - "General provisions" - "General Acts".

The violation of the obligations referred to in the code will result in the ICE-Agency having the right to terminate the contract, if it is deemed serious.

### **PROTECTION OF CONFIDENTIALITY AND RIGHT OF ACCESS**

The data provided by the applicants will be processed in accordance with Regulation (EU) 679/2016 exclusively for the purposes related to the completion of the procedure in question. Your personal data are processed by automated means for institutional, administrative and accounting purposes. The writing

Agency is the data controller. For further information regarding your personal data processing, please visit the following page on ITA website: <https://www.ice.it/en/privacy>

### **REPORTING OF OFFENSES**

Pursuant to art. 54-bis, paragraph 2 of Legislative Decree 165/2001 (amended by Law no. 179/2017) "Provisions for the protection of the authors of reports of crimes or irregularities of which they have become aware in the context of a public or private employment relationship", companies providing goods or services that operate in favor of the ICE Agency may report any "illegal conduct" of which they become aware in the context of the contractual relationship. The reports are managed through an IT application, in total confidentiality, by accessing the website [www.ice.it](http://www.ice.it) - "Whistleblowing" section, available at the following link: <https://ice.whistleblowing.it/#/>.

The only subject in charge of the proceeding [Chief Procurement Officer (CPO)/ Responsabile Unico del Progetto (RUP)] is **Mrs. Elisa Caterina Maria Salazar — The Italian Trade Agency - Amman, Italian Trade Commissioner.**

Signed by

Elisa Caterina Maria Salazar

Italian Trade Commissioner

